



State of New Jersey

**DEPARTMENT OF HUMAN SERVICES
DIVISION OF MEDICAL ASSISTANCE AND HEALTH SERVICES**

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TO: COUNTY WELFARE AGENCY/BOARD OF SOCIAL SERVICES DIRECTOR

**SUBJECT: Change in Policy Regarding Assignment of HSP Numbers Following
Change in Status for ACCAP Individuals**

In an ongoing effort to resolve problems created by multiple HSP numbers for the same individual, the Division is modifying the policy concerning the assignment of such numbers for changes in client status for individuals in the Aids Community Care Alternatives Program (ACCAP). Similar changes are anticipated for other waiver programs as soon as the claims processing and reporting systems can be modified to accommodate these requirements using a single HSP number.

Effective immediately, for all adult ACCAP cases which have a change in client status, the agency is to use the originally assigned HSP number (County Codes 01-21) to identify ongoing ACCAP eligibility. This applies to ACCAP individuals who have current or previous Medicaid eligibility, either in the community, in a nursing facility, or in a hospital, through SSI, Medicaid Only or New Jersey Care. As a result, prior to registering an ACCAP case, it is important that the case worker verify the existence of a case record on the Medicaid eligibility file (County Codes 01-21 only) and use that record to identify prospective eligibility. In those cases where no record is found, the agency should configure the HSP number for the category which is appropriate at the time of application. That number will continue to identify the case regardless of a change in status.

For those cases in which a prior HSP number is found but the applicant has moved from the county designated by the first two digits of the HSP number, the "county of residence" field in the Medicaid eligibility record must be updated to reflect the county of current residence. The "county of supervision" field must also be updated as appropriate.

These instructions apply to all changes of status for ACCAP individuals except when they transfer to another waiver program. Then, a new HSP number must be issued in accordance with procedural instructions.

Example #1

An SSI-ACCAP individual (HSP# 0120799999-01) converts to Medicaid Only upon placement in a nursing home. This individual will retain the original SSI

HSP number, the Program Status Code will change from PSC 21 to PSC 22, and the Special Program Segment for ACCAP will be terminated.

Example #2

A Medicaid Only individual (HSP# 0120001234-01) leaves a nursing home to return to the community under ACCAP. This individual will retain the original MAO HSP number, the Program Status Code will remain the same (PSC 22), and the Special Program Segment for ACCAP will be added.

Example #3

An individual applying for ACCAP has previous New Jersey Care eligibility (HSP# 0320000067-01). This individual will retain the original NJC HSP number, the Program Status Code will change from PSC 29 to PSC 22, and the Special Program Segment for ACCAP will be added.

Example #4

An SSI individual (HSP# 0420699999-01), eligible only in a nursing facility or in a hospital due to parental or spousal deeming, applies for ACCAP in the community. This individual will retain the original SSI HSP number, the Program Status Code will change from PSC 21 to PSC 22, and the Special Program Segment for ACCAP will be added.

The ACCAP Operational Procedures Manual will be updated by the Office of Home Care Programs to reflect the above change in policy concerning HSP numbers for ACCAP individuals. Questions concerning these instructions can be directed to your Medicaid field staff or to the Office of Home Care Programs at (609) 588-2620

Sincerely,



Saul M. Kilstein
Director

SMK:Hh

cc: Marion E. Reitz, Director
Division of Economic Assistance

Nicholas R. Scalera, Acting Director
Division of Youth and Family Services